



AGENDA

Public Records Board Monday, November 23, 2020 - 1:00 pm

Please be advised: This meeting will be conducted remotely via Skype.

To attend the meeting, click: [Join Skype Meeting](#)

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To attend the meeting via phone, call: (608) 316-9000 and use PIN: 15030250#

**If you believe you are unable to attend this meeting remotely,
please call (608) 266-2996 at least 24 hours prior to the meeting.**

1. Call to Order (Ferguson)
2. Approval of August 31, 2020 Minutes *
3. Comments from Chair (Ferguson) – Continued impact of COVID-19 on Board meetings.
4. Committee Reports
 - a. Records Management Committee (Ferguson) *
 - i. Review of Records Retention Disposition Authorizations (RDAs) on Fourth Quarter 2020 Public Records Board (PRB) Record Series Indexes (<https://publicrecordsboard.wi.gov/Pages/Meetings/PRB.aspx>)
 - 52 RDAs from 8 state agencies
 - 4 RDAs from 2 county and local governments
 - 0 RDAs from the University of Wisconsin
 - 0 RDAs from the General Records Schedules
 - b. Operations and Training Advisory Committee Report (Laundrie) – Julie Laundrie will provide an update on the Committee.
 - i. PRB Training Materials – Revised informational sheets will be reviewed and presented for approval. *
5. Other Business
 - a. 2021 Schedule *
6. Adjourn

* Items scheduled for Board action. The Board may also take action on other agenda items as appropriate.